



City of Biggs

Agenda Item Staff Report for the Regular City Council Meeting: April 18, 2011 6:00PM

DATE: April 12, 2011
TO: Honorable Mayor and Members of the City Council
FROM: Pete Carr, City Administrator/Finance
SUBJECT: Request for Appropriation: City Accounting Services (Discussion/Action)

Council will consider a request for additional appropriation for the contract accountant services agreement.

Background

In May 2010, in the absence of a Director of Finance, the City engaged Mr. Roy Seiler, CPA, to augment city staff in performing highly skilled accounting functions. Other accounting tasks and responsibilities were distributed to office staff; the administrator retained budget functions.

A contract and budget was approved based on estimated costs to perform the service. More time than expected was required to learn Biggs' systems and status, bring Biggs books up to date, prepare for and work with the outside auditor, and respond to Council requests such as for production of a committed vs non-committed funds report. The budget estimate is falling short of actual requirements.

Mr. Seiler's contract of \$21,000 is \$16,000 above the previous accounting services agreement, due to the much more intense role of his agreement. The \$21,000 will be almost exhausted by the end of April, while additional work will be required in May and June for FY12 budget preparation assistance. Administrator and Mr. Seiler agree an additional \$3200 appropriation should be adequate for this service. The FY12 budget request is expected to revert to \$21,000.

Attachments: None.

Recommendation:

Approve additional appropriation of \$3000 for accounting services contractor.

Fiscal Impact of Recommendation:

\$3200 charged 25% to electric, 30% to sewer, 30% to water, 2% to solid waste, 5% to NBE CFD, 13% to general fund and streets.